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CHESTER J. CULVER, GOVERNOR  
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DEPARTMENT OF EDUCATION  
JUDY A. JEFFREY, DIRECTOR

DATE: March 26, 2008

TO: Child and Adult Care Food Program (CACFP) Center-based Institutions

FROM: Robin Searles, Consultant  
Bureau of Nutrition Programs and School Transportation

SUBJECT: 2008 CACFP Summer Short Course

Please find enclosed registration information about the 2008 CACFP Summer Short Course (July 9-11, 2008) for center-based institutions, to be held at the Newton Campus of Des Moines Area Community College (DMACC) in Newton, Iowa.

The first day of short course is designed for kitchen staff who plan menus and complete food production records. Iowa State University Extension staff will conduct an all day workshop on food safety and sanitation on day two. Again this year we have invited trainers from the National Food Service Management Institute (NFSMI) as guest speakers, along with consultants from the Bureau of Nutrition Programs, for multiple breakout sessions for new and experienced directors and cooks on the last day of the conference. All this, plus good food mixed with old friends and new on the Newton DMACC campus, add up to an engaging learning experience and a lot of fun at the 2008 CACFP Summer Course.

We have reserved a block of 30 non-smoking rooms at the Holiday Inn Express, located two blocks from the conference center. It is available for a special rate of \$65.00. The deadline to reserve a room is June 26. To reserve a room at the conference rate, call (641)792-3333 and mention that you are with the Iowa Department of Education conference at DMACC. Additional accommodations are included in the enclosed list of Newton Hotels.

We want to have a full house of at least 85 participants, so plan now to attend. The registration deadline is June 27, 2008. Contact Robin Searles at (515) 281-3484 if you have questions about the 2008 CACFP Short Course agenda. Contact Cindy Huisman at (515) 964-6686 if you have questions about the 2008 CACFP Short Course registration.

We look forward to seeing you this summer at the 2008 CACFP Short Course!

Enclosures: 2008 CACFP Short Course preliminary agenda  
2008 CACFP Short Course registration form  
Newton Hotels and map

**CACFP Short Courses Preliminary Agenda**  
 July 9-11, 2008  
 Newton DMACC Campus, Sodexho Conference Center  
 Newton, Iowa

3/08

**July 9**

<b><u>Topic—Food Buying Guide</u></b>	<b><u>Time</u></b>	<b><u>Presenter</u></b>	<b><u>Room</u></b>
<b>Registration</b>	<b>7:45-8:15</b>		<b>Lobby</b>
Introduction	8:15	Nancy Christensen	210 A-C
Purpose			
Goals and objectives			
Review of Basic Math	8:30		210 A-C
Overview of the Food Buying Guide	9:15		210 A-C
Sections			
Tables			
Meal Patterns			
<b>Break</b>	<b>10:00</b>		<b>Lobby</b>
Food Buying Guide Sections	10:15		210 A-C
Milk			
Meats and Meat Alternates			
Fruits and Vegetables			
Grains and Breads			
Other			
<b>Lunch</b>	<b>12:00-1:00</b>		<b>210 B-D</b>
Recipes, Menus and Food Production	1:00		210 A-C
Records			
Recipe Standardization and Development			
Menu Planning			
Food Production Records			
Other			
<b>Practice, Practice, Practice</b>	2:00		210 A-C
<b>Break</b>			<b>Lobby</b>
Review	4:00-4:30		

**July 10**

<b><u>Topic—Serving it Safe</u></b>	<b><u>Time</u></b>	<b><u>Presenter</u></b>	<b><u>Room</u></b>
<b>Registration</b>	<b>7:45-8:15</b>		<b>Lobby</b>
Welcome & Introduction of Speakers	8:15	Robin Searles	210 A-C
Food Safety is Top Priority	8:30	Cathy Strohbehn	210 A-C
<b>Break</b>			<b>Lobby</b>
Prevent Food Borne Illness-Microorganisms			210 A-C
<b>Lunch</b>	<b>12:00-1:00</b>		<b>210 B-D</b>
Basic Facts About Microorganisms			210 A-C
A Clean and Sanitary Food Service			210 A-C
<b>Break</b>			<b>Lobby</b>
A Process for Preventing Food Borne Illness			210 A-C
Introduction to HACCP	End 4:30		210 A-C

**July 11 (Tracks: A=Anyone, N=New to CACFP, E=Experienced with CACFP, D=Directors, C=Cooks)**

<b><u>Topic</u></b>	<b><u>Time</u></b>	<b><u>Presenter</u></b>	<b><u>Room</u></b>
<b>Registration</b>	<b>8:00-8:30</b>		<b>Lobby</b>
Family Style Meal Service (N, C, D) <b>OR</b> Cost Effective Shopping (A)	8:30-9:30	NFSMI & Robin Searles NFSMI & Suzanne Secor Parker	210 C 210 A
Staff Training Ideas (N, E, D) <b>OR</b> Dietary Guidelines (E, C, D)	9:30-10:15	Robin Searles & Suzanne Secor Parker NFSMI & Robin Searles	210 A 210 C
<b>Break</b>	<b>10:15-10:30</b>		<b>Lobby</b>
Nutrition Education: More than Mud Pies (A) <b>OR</b> Dealing with Conflict (A)	10:30-11:45	NFSMI & Suzanne Secor Parker NFSMI & Rod Bakken	210 C 210 A
<b>Lunch</b>	<b>11:45-1:00</b>		<b>210 B-D</b>
Simple Sugars in Simple Terms (A) <b>OR</b> Standardized CACFP Recipes (E, C)	1:00-2:00	NFSMI & Robin Searles NFSMI & Jaci	210 C 210 A
Cycle Menus (A) <b>OR</b> Sharing Ideas that Work (A)	2:00-3:00	Jaci Rod & Suzanne	210 C 210 A
<b>Break</b>	<b>3:00-3:15</b>		<b>Lobby</b>
Humor Your Stress (A)	3:15-4:15	Jaci Yetmar	210 B-D

## Day 3-Friday, July 11

<b><u>Workshop Title</u></b>	<b><u>Intended Audience</u></b>	<b><u>Workshop Description</u></b>
<b>Serving it Safe</b>	Cooks and dietary managers	<p>Purpose: Explain why food safety is important and provide guidance on how to assure the preparation and service of safe food.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Identify the causes of food borne illness.</li> <li>• Identify procedures to prevent food borne illness.</li> <li>• Understand the basics of HACCP.</li> </ul>
<b>Family Style Meal Service</b>	New to CACFP, cooks and directors	<p>Purpose: Encourage workshop participants to serve family-style meals.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Identify the four components of family-style meals.</li> <li>• Describe the advantages of family-style meals.</li> <li>• Explain how family-style meals could be incorporated into their program.</li> </ul>
<b>Cost Effective Shopping</b>	Anyone	<p>Purpose: To educate workshop participants on tools to evaluate food costs in order to meet budget.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Apply principles of cost-effective shopping.</li> <li>• Determine the type of purchasing needed for their child care facility.</li> </ul>
<b>Staff Training Ideas</b>	New and experienced directors	<p>Purpose: To provide practical and relevant ideas to meet the CACFP training requirements.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Identify CACFP training requirements.</li> <li>• Describe available training resources.</li> <li>• Implement effective staff training.</li> </ul>
<b>2005 Dietary Guidelines</b>	Experienced cooks and directors	<p>Purpose: Explain the basic principles and content of the 2005 Dietary Guidelines.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Understand the basic content of the 2005 Dietary Guidelines.</li> <li>• Determine practical ways to implement the Guidelines in a child care operation.</li> </ul>
<b>Nutrition Education: More than Mud pies</b>	New and experienced cooks and directors	<p>Purpose: To encourage child care providers to offer nutrition education opportunities.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Practice and implement ideas for seasonal nutrition education activities for preschoolers.</li> </ul>
<b>Dealing with Conflict</b>	Anyone	<p>Purpose: To identify the causes and value of conflict, identify conflict resolution styles and</p>

		<p>examine coping strategies for working with nonproductive behaviors in the workplace.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Participants will recognize how they handle conflict individually.</li> <li>• Discuss the causes and value of conflict.</li> <li>• List characteristics of conflict resolution styles.</li> <li>• Recognize problem behaviors or non-productive behaviors of difficult people.</li> <li>• Examine coping strategies for working with non-productive behaviors.</li> </ul>
<b>Simple Sugars in Simple Terms</b>	Anyone	<p>Purpose: To expand participants' awareness of added dietary sugars found in foods and how to improve their own diets and plan more nutritious CACFP meals.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Identify food sources of simple sugars and how the body uses simple sugars.</li> <li>• Apply current nutrition guidance for simple sugar consumption to food choices.</li> <li>• Describe how child care centers can incorporate current guidance on simple sugar intake to benefit children's health.</li> </ul>
<b>Standardized Recipes</b>	Experienced cooks	<p>Purpose: Address the benefits of developing and using standardized recipes.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Develop and use standardized recipes.</li> <li>• Use USDA standardized recipes.</li> </ul>
<b>Cycle Menus</b>	Anyone	<p>Purpose: Explain the benefits of developing and using a series of seasonal cycle menus.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Develop a list of typical menu items served for your center.</li> <li>• Place these menu items into a set of menus.</li> <li>• Analyze these menus.</li> </ul>
<b>Sharing Ideas that Work</b>	Anyone	<p>Purpose: To network with other CACFP center staff to share ideas and improve child care operations.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Share ideas that work with others.</li> <li>• Obtain ideas that can be applied at their center.</li> </ul>
<b>Humor Your Stress</b>	Anyone	<p>Purpose: To assist workshop attendees with bringing life into perspective.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Learn relaxation techniques.</li> <li>• Identify the triggers of stress.</li> <li>• Offer suggestions to deal with stressful situations.</li> <li>• Infuse humor/happiness into daily living.</li> </ul>



## **Guest Speakers**

**The National Food Service Management Institute (NFSMI)**